

REDEVELOPMENT PLANNING SUPERVISOR*Class Definition*

Under direction, supervises the day-to-day operations of the City's Redevelopment Planning Program within the Redevelopment Agency of the City of Fresno.

Distinguishing Characteristics

The Redevelopment Planning Supervisor reports to the Redevelopment Administrator and is responsible for directing and participating in redevelopment plan preparation and implementation functions of the City's Redevelopment Program. The incumbent oversees subordinate staff, including contract employees and consultants, engaged in the full range of government redevelopment planning services, including research related to the collection and analysis of physical, demographic, economic, and socio-economic data; the formulation and processing of the City's Redevelopment Plans and policies, redevelopment plan amendments, redevelopment implementation plans and amendments, development agreements and owner participation agreements, grant applications; formulation and environmental assessments/impact reports; processing the formation/election of project area committees; serving redevelopment project area committees/citizen advisory committees; assisting in the preparation of annual reports and audits; and performing public information and customer services.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Prepares, monitors, and balances program work schedules.

Assigns projects and supervises program staff, including contract employees and consultants.

Reviews and edits program reports and performs final Program level sign-off for project review and recommendations for conformity to redevelopment plans and policies, and final sign-off on behalf of the Redevelopment Agency of certain revised site plan, building plans, and variance applications.

Performs staff training and evaluation services.

Participates in the preparation and monitoring of the Redevelopment Planning budget.

Participates in the preparation of annual reports to state agencies, and annual audits of Redevelopment Program activities.

Provides a leadership role for the Redevelopment Agency's customer oriented service delivery program.

Attends City Council, Redevelopment Agency, Planning Commission, Housing and Community Development Commission, Historic Preservation Commission, Project Area Committee meetings, and various citizen advisory committee meetings.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of modern supervision principles and practices, including those related to project load management, scheduling, and monitoring, effective communication skills, staff training and evaluation, and improving service delivery and public/customer services.

Knowledge of accepted city planning principles and practices.

Knowledge of accepted data collection and statistical analysis techniques, technical writing, contract preparation and administration, urban design, and drafting techniques.

Knowledge of pertinent zoning and subdivision laws/codes.

Knowledge of pertinent California Community Redevelopment Law regulations in regard to preparation of redevelopment plans, plan amendments, administration of redevelopment projects, including development agreements, owner participation, low and moderate housing, and tax increment financing.

Knowledge of pertinent environmental policies and laws under the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).

Ability to accurately interpret Redevelopment Plans and policies, Redevelopment Law regulations, City plans and policies and zoning and subdivision regulations to the general public.

Ability to effectively communicate orally, in writing, and in graphics.

Ability to establish and maintain effective working relationships with customer and special interest groups, staff, other City departments, outside agencies, and the public.

Minimum Qualifications

Graduation from an accredited college or university with a bachelor's degree in planning, architecture, public administration, social sciences, or related field; and three years of progressively responsible supervisory experience in the field of government planning. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver*s License may be required.

APPROVED: _____
Director of Personnel

DATE: _____